

**KENDRIYA VIDYALAYA AFS, THANJAVUR-613005**  
**Duty allocation for the academic SESSION 2018 -19 w.e.f. 16/07/2018**

<b>S.NO</b>	<b>NAME OF THE COMMITTEE/DEPARTMENT</b>	<b>INCHARGE/MEMBERS</b>
1.	ACADEMIC COMMITTEE	Mr.S. Ayyappan PGT (Biology) I/C (IX,XII) Mrs. S. Sujatha TGT (SST) Mrs.S.Jayalakshmi PRT
2.	A) TIME- TABLE I/C (SECONDARY)	Mr.H.Vaidyanathan PGT(Maths) I/C Mr.A.Nagarathinam TGT(Art)
	B) SUBSTITUTION ARRANGEMENT	Mr.A.Nagarathinam TGT(Art) (Student Counsellor)
	EQUIP COMMITTEE (SUB-COM)	Mrs.S.Sujatha,TGT(S.St.) I/C Members: All Subject Teachers Of Class VI To VIII
3.(a)	EXAMINATION COMMITTEE – (HOME )	Mr.S.Ayyappan PGT(Biology) I/C Mrs. Madhu Jadon PGT( CS) Ms. Abirami TGT(English) Mrs.Sai Priya (Computer Instructor)
3.(b)	EXAMINATION COMMITTEE – (CBSE)	Mr.H. Vaidhyanathan, PGT(Maths) I/C Mrs. Madhu Jodan PGT(cs)
4.	CCA (FESTIVALS/IMPORTANT DAY-CELEBERATION) (Secondary)	Mrs.Usha Devi PGT(Eng) I/C Mrs. Smila, TGT(Eng) Mrs.S. Mathangi ,TGT(Skt.)
5.	MUSIC ROOM & EQUIPMENT MAINTENANCE (SECONDARY )	Mrs.S.Matangi, TGT(Skt.) I/C Ms. Anita PRT
6.	CCA (FESTIVALS/IMPORTANT DAY-CELEBERATION) (Primary)	Mr.Ashish Kumar, PRT Mrs. Ashima, PRT
7.	SUBJECT COMMITTEE CONVENOR	Mrs.K.Ushadevi ,PGT(English) I/C (For All Languages- Eng, Hin,Skt) Mr.S.Ayyappan, PGT(Biology) I/C (Science) Mr.H.Vaidhyanathan, PGT(Maths)I/C (Maths) Mrs.S.Sujatha TGT(S.St) I/C
8.	ADMISSION COMMITTEE	Mr.S.Ayyappan, PGT(Biology) I/C Mrs. Sumi K.S, TGT(P&HE)
9.	LAB INCHARGE FOR UP KEEP AND MAINTENANCE	Mr.S.Ayyappan, PGT(Biology ) Mrs. Madhu jodan, PGT(Cs) Mr.V.Ramakrishnan, PGT(Chemistry & Physics Lab) With Respective Contractual Teachers.
10.	WEBSITE UPDATION E-RESOURCE UTILIZATION RECORD MAINTENANCE	Mrs.Madhu Jadon, PGT(CS) I/C Mrs.Sai Priya (Computer Instructor) Mrs.Pushpa, DEO
11.	PA SYSTEM & SUPW –STOCK	Mr.A.Govindasamy, Libn Mr.A.Nagarathinam, TGT(Art)
12.	SPORTS & GAMES COMMITTEE	Mrs.Sumi .K.S, TGT(P&HE) I/C Mr.S.Venkatesan ,Yoga Coach Mr. Murugesan, Sports Coach
13.	SPORTS / Morning Assembly (Primary)	Mr.Ashish Kumar, PRT Mr.S.Venkatesan, Yoga Coach
14.	STUDENTS COUNCIL/ ALUMNI COMMITTEE	Mrs.S.Sujatha, TGT(S.St) I/C Mr.S. Ayyappan, PGT (Biology )
15.	LIBRARY COMMITTEE	Mr.A.Govindasamy, (Librarian) I/C Mrs.K.Ushadevi ,PGT(English) Mrs.S. Sujatha, TGT (S.St) Mrs.T.Jayanthi, TGT(Science) 2 Students Class XI-1, Class XII-1
16.	SCHOOL MAGAZINE COMMITTEE	Mrs.K.Ushadevi, PGT(English) I/C

		Mrs. Banti Gupta, PGT(Hindi) / Mrs. Santhosa Laxmi, TGT(Hindi) Ms. Nutun Bara, PRT Mrs.S.Matangi, TGT(Sanskrit)
17.	RAJ BASHA COMMITTEE	Mr.H.Vaidhayanathan, PGT(Hindi) I/C Smt. Banti Gupta, PGT (Hindi) Smt. Santhosa Laxmi, TGT (Hindi)
18.	Bus Pass /Supervision of Cleanliness of the School Campus	Mr.A.Govindasamy (Librarian) I/C Mr. Murugesan, Sports coach Mrs. Sai priya, Comp. Inst., Smt. Sumi K.S, TGT(P&HE) Smt. Pushpa, DEO
19.	EMIS and EDU. DATA FOR STATE GOVT.	Mrs.Sai Priya (Computer Instructor) Smt. Pushpa, DEO
20.	COMMITTEE FOR EXHIBITION	<b>1.SOCIAL SCIENCE</b> Mrs.S.Sujatha TGT(SST) I/C Mr.Vikas KumarTGT (SST) <b>2.SCIENCE</b> Mr.V.Ramakrishnan PGT(Chemistry) I/C Members-All Science/Maths Teachers <b>3.NCSC</b> Mr.V.Ramakrishnan PGT(Chemistry) I/C Members-All Science Teachers
21.	NAEP	Mr.S.Ayyappan PGT(Biology) I/C Mrs.S.Sujatha TGT(SST) (Student Counsellor)
22.	FIELD TRIPS/ STUDY TOUR	Mr.V.Ramakrishnan PGT(Chemistry) I/C Mr.A.Nagarathinam TGT(Art) Mrs.T.Jayanthi TGT(Science)
23.	MEDICAL CHECK UP	Mrs.Summi .K.S, TGT(P&He) I/C Ms. Anitha, PRT Mr.Rajeev Kumar, PRT
24.	FIRST AID	Mrs.Summi .K.S, TGT(P&HE) I/C (Secondary) Mr.Murugesan, Sports Coach (Primary)
25.	PTA MEETINGS & PUBLIC RELATIONS	Mrs.K.Usha Devi, PGT(English) I/C Mrs.S.Sujatha TGT(SST) (Student Counsellor)
26.	DISCIPLINE & LATE COMERS CHECKING (UNIFORM REGULATION) 2 Parents	<b>SECONDARY</b> Mr. S.Ayyappan, PGT(Biology) I/C Mrs.Summi .K.S, TGT(P&HE) <b>PRIMARY</b> Mrs.S.Jayalakshmi, PRT Mr.Murugesan, Sports Coach Mr.Sunil Kumar, PRT
27.	LOCAL PURCHASE COMMITTEE	Mr.S.Ayyappan, PGT(Biology) I/C Mr.A.Nagarathinam TGT(Art) Smt. Sujatha, TGT (S.St) Mr.A.Govindasamy (Librarian)
28.	GARDENING & BEAUTIFICATION	Mr.S.Ayyappan PGT(Biology) I/C Mr.A.Nagarathinam TGT(Art) Mrs.T.Jayanthi TGT(Science)
29.	A) FURNITURE - MAINTENANCE & REPAIR	Mr.A.Nagarathinam TGT(Art) I/C
	B) ELECTRICAL/ WATER SUPPLY/ GENERATOR MAINTENANCE	Mr.A.Govindasamy, Librarian
30.	D.O.LETTER (TO MAINTAIN THE RECORD OF	Mrs.S.Sujatha, TGT(SST) I/C

	EVENTS, ACHIEVEMENTS OF STUDENTS/TEACHERS)	Mrs. Puspha, DEO
31.	CS-54 VERIFICATION	Mrs.Reshmi Nair, TGT (Maths) Mrs
32.	ENROLLMENT/ DISPLAY BOARD UPDATION	Ms.Shreya, PRT Ms.Anita, PRT Ms. Nutun Bara, PRT Mr.Ashish Kumar, PRT
33.	OFFICE & MANAGEMENT OF CONSERVANCY STAFF & DUTY ALLOTMENT	Mr. H.Vaidyanathan, PGT(Maths) Mrs.Pushpa, DEO
34.	SHAALA DARPAN	Mrs.Sai Priya (Computer Instructor) I/C Mrs. Madhu Jadon, PGT(CS) Mrs. Puspha, DEO & All Class Teachers
35.	CMP COMMITTEE (Primary)	Mrs.S.Jayalakshmi, PRT I/C Mr. Mohan Lal, PRT
36.	Time Table/Arrangement (Primary)	Mr.Mohan Lal, PRT Mr. Balaji, PRT
37.	Work Sheet I/C (Primary)	Mrs. Ashima, PRT Mr. Balaji, PRT
38.	RESOURCE ROOM MAINTENANACE ( Resource Utilization Register/ Film Show (PRIMARY))	Sh.Amit , PRT Smt. S.Jeyalakshmi, PRT
39.	MUSIC ROOM & EQUIPMENT MAINTENANCE (PRIMARY )	Ms. Anita, PRT Mrs.S. Mathangi, TGT(Sans)
40.	EXAMINATION (PRIMARY)	Ms.Nutun Bara, PRT Ms.Shreya Chaturvedi, PRT
41.	<b>PRIMARY CLUBS</b>	
	1.Latha Mangeshkar Club (Fine Arts) Class I & II	Ms. Nutun Bara, PRT Mrs. Ashima, PRT
	2.Micky Mouse Club (Laughter) Class I & II	Ms.Shreya Chaturvedi, PRT Smt. S.Jeyalakshmi, PRT
	3.Merikom Club (Aerobics) Class I & II	Mrs. Ashima, PRT Mr.Murugesan,Sports coach
	4.Bharathiyar Club (Literacy) Class III & V	Mr. Balaji, PRT Mr. Rajeev Kumar, PRT
	5. Ramanujam Club (Maths) Class III & V	Mr. Mohan Lal, PRT Mr. Sunil Kumar, PRT
	6. Darwin Club (Nature) Class III & V	Mr. Ashish Kumar, PRT
	7. Cubs and Bull Bulls Club Class III & V	Mr.A.Govindasamy (Librarian) Ms.Anita, PRT Mr. Amit, PRT
42.	<b>PRIMARY HOUSE SYSTEM</b>	Mr. Sunil Kumar, PRT
	1. Ashoka (Blue)	Mrs.Ashima/Neha, , PRT
	2. Raman (Red)	Mr. Mohan Lal, PRT Ms. Anita, PRT
	3. Tagore (Yellow)	Ms.Shreya Chaturvedi, PRT Mr.Amit, PRT
	4. Shakuntala Devi (Green)	Ms. Nutun Bara, PRT Mr. Rajeev Kumar, PRT
<b>PRIMARY OVERALL INCHARGE: Mrs.S.Jeyalakshmi, PRT I/C</b>		
43.	<b>SECONDARY CLUBS</b>	Mrs.K.Ushadevi, PGT(English) I/C
	1.Kalidas Club (Literary)	Mrs.Banti Gupta, PGT(Hindi) Mrs.Matanghi, TGT(Sanskrit)
	2.Patanjali Club (Health & Wellness)	Mrs.Sumi K.S, TGT (P.HE) I/C Mr.S. Venkatesan, Yoga Coach

		Mrs.Santhosa Lakshmi ,TGT( Hindi)
	3.Ramanujam Club (Maths)	Mr.H.Vaidyanathan, PGT (Maths) Mrs.Jacqueline, TGT (Maths) Smt.Reshmi Nair, TGT( Maths)
	4.Jagadeesh Chandra Bose Club (Science)	Mr.V.Ramakrishnan, PGT(Chemistry) I/C Mrs.T.Jayanthi, TGT (Science) Mrs. Madhu Jadon, PGT (CS)
	5.Chola Club (Heritage)	Mrs.S.Sujatha, TGT(S.St) I/C Mr.Vikas Kumar, TGT (S.St)
	6.Baden Powel Club (Scout & Guides)	<b>Scout I/C</b> Mr.S.Ayyappan, PGT(Biology) I/C Mr.Rajeev Kumar, PRT <b>Guide I/C</b> Ms.Nutun Bara, PRT

## SECONDARY HOUSE SYSTEM AND INCHARGES 2018 -19

Sl.No	Name of the House	In charge / Members
1.	Ashoka (Blue)	Mr.H Vaidyanathan, PGT (Maths) I/C
		Mrs.S.Mathangi, TGT(Sans)
		Mr.A Govindasamy, Libn
		Mrs.T.Jayanthi, TGT(Science)
2.	Raman (Red)	Mrs.Madhu Jadon, PGT (CS) I/C
		Mrs.E. Smila, TGT(Eng)
		Mrs.Reshmi Nair, TGT(Maths)
		Mrs.Santhosa Laxmi,TGT(Hindi)
3.	Tagore (Yellow)	Mr.V.Ramakrishnan, PGT (Chemistry) I/C
		Mrs.S Sujatha,TGT(S.St.)
		Ms.Abirami,TGT(Eng)
		Mrs.Sai Priya, Comp.Inst.
4.	Shakuntala Devi (Green)	Mr.A.Nagarethinam, TGT(Art)
		Mrs.Bhuvaneswari, PGT(Phy)
		Mrs.Banti Gupta, PGT(Hindi)
		Mrs.Jackulin, TGT(Maths)

**PRINCIPAL**